

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

Page 1 of 2

#T2434 AIRPORT OPERATIONS ASSISTANT

***MONTHLY SALARY: \$2809 to \$3348**

#T2435 SENIOR AIRPORT OPERATIONS ASSISTANT

***MONTHLY SALARY: \$3085 to \$3682**

#T2436 AIRPORT MANAGER

***MONTHLY SALARY: \$4122 to \$4969**

***APPLICATION FILING PERIOD: FIRST DATE: November 4, 2005**

LAST DATE: December 14, 2005

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

REQUIREMENTS: For each position, you must meet one of the following requirement(s) on the date you apply, unless otherwise indicated.

AIRPORT OPERATIONS ASSISTANT:

1. One year of full-time experience in general airport operations including airport management, airport operational maintenance, air traffic control, or aircraft rescue/ firefighting
-OR-
2. Possession of a Commercial Pilot's Certificate with an Instrument Rating or Military Aviator Rating
-OR-
3. An Associate of Arts degree in Airport Flight Operations or Aviation Management.

SENIOR AIRPORT OPERATIONS ASSISTANT:

1. Six months of full-time experience as an Airport Operations Assistant with the City of San Diego
-OR-
2. One year and six months of full-time experience as described above.

AIRPORT MANAGER:

1. Two years of full-time experience as described above.

LICENSE: A valid California Class C Driver's License is required at time of hire.

***NOTES:**

1. Possession of a Commercial Pilot's License with an Instrument Rating or Military Aviator Rating or an Associate's Degree in Airport Flight Operations, Aviation Management, or related field may substitute for a MAXIMUM of one year of the required experience. **Proof of license and/or degree must be submitted with your application.**
2. Duties include shift work 365 days per year.
- *3. Proficiency in the use of computer applications including Microsoft Word, Excel, and Access is desirable.

***DUTIES:** **Airport Operations Assistants** maintain airport facilities and equipment; relay airport information to the public; enforce airport rules and regulations; operate radio communications equipment; assist in the administration of a Storm Water Pollution Prevention Program; coordinate resolutions to user concerns; collect fees and generate invoices; operate airport rescue and firefighting equipment; conduct airport inspections; coordinate special events; assist in the supervision of airport contractors; respond to airport safety hazards and discrepancies; disseminate Notices to Airmen (NOTAMs); document airport conditions; perform minor maintenance; and perform other tasks as assigned. **Senior Airport Operations Assistants** plan, schedule, assign, and lead the work of Airport Operations Assistants; assist in airport operations technical training; maintain aircraft inventory and billing data; coordinate maintenance services for airport vehicles, building maintenance services, and contracted maintenances services; enforce airport rules and regulations; operate radio communications equipment; operate Aircraft Rescue Firefighting vehicles and other types of motorized and powered equipment; maintain airport facilities; perform minor maintenance; and prepare a variety of memoranda, reports, and correspondence. **Airport Managers** are responsible for maintaining airport safety; conduct airport inspections; recommend capital improvement projects; coordinate and monitor construction and maintenance projects; prepare contract specifications; direct emergency field operations; control ground operations for special events such as shows; and supervise subordinate employees.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LISTS: Separate eligible lists will be established for **Airport Operations Assistant, Senior Airport Operations Assistant, and Airport Manager**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/November 7, 2003/*Rev. 1 (11-04-05)/Classes: 1117; 1808; 1118

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER